Instructions for submitting an online disclosure

1- The following link will bring you to myUM portal
   https://myumbmaryland.edu

2- Login to the portal, using your employee ID and password. If you do not have one, please contact help desk via email at help@umaryland.edu.

3- Once you are in myUM portal page, click on UMBiz which is located on the left side of the screen under Enterprise Menu.
4- myUM Authentication’s window below will pop-up, please enter myUM ID and password. This is to confirm your identity against our system.

**myUM Authentication**

myUM ID  
myUM Password 

[Login]

*Forgot Password?*  
*First Time User, Setup Your Password*

5- To file an Invention disclosure, click on Invention Disclosure Form on the right side of screen.
Navigating Invention Disclosure Form

Click on the Add New Disclosure button and select the appropriate disclosure form. There are three forms of disclosure – Intellectual Property (Invention Report), Copyright and Tangible Research Property Disclosure.

Step 1: General Information

Once you select to add a New Disclosure, you will be asked to provide general information which is related to your invention.
Step 2: Innovator Information

Enter the information of the inventors and other contributors. When adding a new inventor, you will be prompted to first search to see if the person exists in the database.

Search for Person:

Where Name contains Tirasuth Search

People Search Results

Select Full Name Division Department
Select Kanchana Tirasuth Medicine Cardiology

Search results screen

You will be prompted to complete a few entries i.e. lead innovator check box, VA appointment, your home address and verify your UMB department if applicable.

Innovator Information

Full Name Kanchana Tirasuth
Lead
Title N/A

Please verify information below and modify if necessary. Fields marked with an asterisk are mandatory.

*If you have an appointment with the VA, please identify the type of affiliation:

Home Address:

* Street 1 1101 StPaul St, # 909
Street 2
* City Baltimore
* State Maryland
* Zip 21202
* Country
* Citizenship

Select the type of VA affiliation by clicking the dropdown list.
If the person is not in the database, you can add the inventor by clicking “Add a new person”

Step 3: Abstract Information

Describe your technology invention which is not more than 250 words.
**Step 4: Additional Invention Data**

You will be walked through a series of questions. Questions in each step are mandatory. If some are not applicable to you, please enter N/A. The online disclosure allows you to save, edit, attach additional electronic documents and print PDF.

**Step 5: Keywords**

Please provide a few of keywords that are related to your technology (no more than 5 keywords).

If there is no keyword in the database, please add a new keyword by clicking add button.

**Step 6: Attachments**

You are allowed to upload files any format up to 50 MG in size.

You may browse the selected file from your computer and click upload button.
**Step 7: Summary and Printing PDF**

This step provides a summary of all provided information. If mandatory information is missing, a descriptive message in red will appear in the particular section of the Summary page. This same summary can be accessed at any point using the “Summary” button at bottom of the page.

You may choose to save your disclosure at any point in time and submit it when it is ready.

Click print preview in PDF format prior you submit an invention disclosure.
Once you submit a disclosure, you can use Submitted Disclosure to monitor the status of your disclosure. You may save your disclosure and submit it when you’re ready.

You may also monitor the status of your patent application that was filed by our office.

6- Office of Technology Transfer requires signatures from all inventors, once you have submitted your form electronically. Please print and have all inventors sign; date and mail or email a copy to:

Gail Knott, Technology Transfer Specialist
Office of Technology Transfer, ORD
620 W.Lexington St. 4th fl.
Baltimore, MD 21201
email: gknot001@umaryland.edu
phone: 410-706-2380

7- Once we receive your disclosure, our staff will assign an internal reference number/docket number.

HELP & SUPPORT:
- The online invention disclosure module is optimized for Mozilla Firefox and Internet Explorer.
- Technical issue regarding an online disclosure form, contact: Kanchana Tirasuth via email at ktira001@umaryland.edu or phone at 410-706-1873

*This Web Invention Disclosure Module is powered by KSS TechTracs